

MONROE COUNTY

JOB DESCRIPTION

Position Title: SENIOR PROJECT MANAGER

Date: 7/06/05

Position Level: 11

FLSA Status: Exempt

Class Code: 11-24

GENERAL DESCRIPTION

Primary function is the management of numerous engineering projects. Supervises technicians involved, reviewing their work and ensuring quality and completion in a timely manner of these projects.

KEY RESPONSIBILITIES

1. * Manages road, bridge and other engineering projects.
2. Performs design services for road and other engineering projects.
3. * Prepares project manuals for construction projects.
4. * Prepares technical specifications.
5. * Reviews plans and specifications for engineering projects.
6. * Issues right-of-way permits.
7. * Reviews traffic sign requests and provides recommendations.
8. * Investigates complaints within right-of-way and provides solutions.
9. * Manages construction contracts.
- 10.* Prepares permit applications and related documentation and drawings to the Building Department, FDOT, FDEP, ACOE, US Fish and Wildlife, etc., and responds to agency comments.
- 11.* Prepares technical reports following the investigation and research of an assignment.
12. Researches technical product information.
- 13.* Prepares costs analysis for engineering projects.
- 14.* Prepares correspondence.
15. Calculates stormwater runoff.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) preferred: Civil Engineering or related field.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry programs and to explain specialized matters. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters and emergencies.
<i>Other:</i>	Requires Florida Drivers License. Previous experience with the County in an engineering position is preferred.

APPROVALS			
<i>Department Head:</i>			
Name:	N/A	Signature: _____	Date: _____
<i>Division Director:</i>			
Name:	David S. Koppel, PE	Signature: 	Date: 7-5-05
<i>County Administrator:</i>			
Name:	Thomas J. Willi	Signature: 	Date: 7/6/05
On this date I have received a copy of my job description relating to my employment with Monroe County.			
Name: _____	Signature: _____	Date: _____	